

**PUBLIC REQUESTS FOR INFORMATION**  
**Kansas Department of Health and Environment**  
**BER - Storage Tank Section**

Any person desiring access to or copies of records pertaining to programs within the Storage Tank Section is to submit a written request to the KDHE Storage Tank Section staff. *"Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received."* (K.S.A. 45-218(d)) The request will be reviewed to determine if the basis for the requester's right of access is approvable under the statute. If KDHE will not be able to immediately respond to the request, a written notification is to be provided to the requester within three workdays notifying them when a determination will be made and/or when the records will be available for review. If the request is denied, the request form will be returned within three workdays and will include the reason for the denial.

A request may be made by submitting either a Public Request for Information form or written correspondence that includes the following information:

1. The name and contact information of the person requesting the records
2. Specific information identifying the records requested
3. The basis for the person's right of access to the records

If the request is approved, the records will be edited to identify any *"Notes, preliminary drafts, research data in the process of analysis, unfunded grant proposals, memoranda, recommendations or other records in which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting"*. (K.S.A. 45-221(a)(20)) If such items are present, they are to be removed prior to the requester's review or copies being made.

Only records that already exist may be requested. Records will not be generated or data compiled in order to respond to a request.

Copies of letter size or legal size records can be obtained at the rate of \$.15 per sheet. If the records are to be mailed, the rate is \$.25 per sheet. If the total cost is less than \$5.00, a charge will not be generated.

Records may be viewed between the hours of 8:00 AM and 5:00 PM during a scheduled work day at the Curtis Building. An appointment should be made in advance to insure the appropriate staff and records are available.

If the Public Request for Information form is not utilized, the requester should be aware that it is a violation of the law to use any data from state files for marketing purposes. The agency may require the person requesting records to certify that *"the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records of information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed."* (K.S.A. 45-220(c)(2)) - and - *"No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records"* (K.S.A. 45-230(a))

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT**  
**Bureau of Environmental Remediation - Storage Tank Section**  
785-296-1678 Fax 785-296-6190

**PUBLIC REQUEST FOR INFORMATION**

**REQUESTOR SECTION:**

Name of Requester: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip

Reason for Request (including purpose): \_\_\_\_\_

Describe Information Requested (need to be specific): \_\_\_\_\_

I understand it is a violation of the law to: “(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed: or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records of information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed” (K.S.A. 45-220(c)(2)) except in the limited circumstances provided for in K.S.A. 45-230. I also understand a fee may be required for information to be sent or copied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BUREAU SECTION:**

Program Responsible: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A copy of this form shall be returned in the event the request is not approved. A file copy shall be kept.

**Submit this Request to:** **Kansas Dept. of Health and Environment**  
**Storage Tank Section** **Fax: (785) 296-6190**  
**1000 SW Jackson, Suite 410**  
**Topeka, KS 66612-1367**